

INSTRUCTIONS FOR COMPLETING FORM RSPA F 7100.2-1
ANNUAL REPORT FOR CALENDAR YEAR 19____
GAS TRANSMISSION AND GATHERING SYSTEMS

GENERAL INSTRUCTIONS

Each operator of a gathering system in a nonrural area, or of a transmission system, is required to file an annual report. Definitions are as follows:

1. "Gathering line" means a pipeline that transports gas from a current production facility to a transmission line or main.
2. "Transmission line" means a pipeline other than a gathering line that:
 - a. Transports gas from a gathering line or storage facility to a distribution center or storage facility;
 - b. Operates at a hoop stress of 20 percent or more of SMYS; or
 - c. Transports gas within a storage field.
- * 3. "Distribution line" means a pipeline other than a gathering or transmission line.
4. "Offshore" means beyond the line of ordinary low water along that portion of the coast of the United States that is in direct contact with the open seas and beyond the line marking the seaward limit of inland waters.

** If the operator determines that he has pipelines that fall under this definition, he should refer to the instructions for completing Form RSPA F 7100.1-1 for distribution lines.*

The reporting requirements are contained in Part 191 of Title 49 of the Code of Federal Regulations, "Transportation of Natural and Other Gas by Pipeline: Annual Reports, Incident Reports and Safety Related Condition Reports." Each operator of a nonrural gathering system or of a transmission system must submit an annual report Form RSPA F 7100.2-1 for the preceding calendar year not later than March 15. Be sure to report TOTAL miles of pipeline in the system at the end of the reporting year, including additions to the system during the year.

Reports should be sent to the: Information Resources Manager (DPS-3), Office of Pipeline Safety, Research and Special Programs Administration, Department of Transportation, 400 Seventh Street, S.W., Washington, DC 20590. However, reports for intrastate pipelines subject to the jurisdiction of a State agency pursuant to certification under 49 U.S.C. 60105 (the pipeline safety laws) may be submitted in duplicate to the State agency if the regulations of that agency require the submission of these reports and provide for further transmittal of one copy to the Information Resources Manager (DPS-3), Office of Pipeline Safety. The operator filing this report should ensure that the regulations of the State agency provide for further transmittal of one copy of the report to the Office of Pipeline Safety, as specified to be received by March 15 of each year.

Type or print the operator name and address data in the appropriate location.

The annual reporting period is on a calendar basis, beginning January 1 and ending on December 31 of each year.

It is preferred that each independent subsidiary or affiliate operation be reported separately. Satellite divisions that have independent operations and transmission or gathering systems should continue to be

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reported as separate systems even though, through mergers and consolidations, they no longer are separate companies and function as a unified operation under a single corporate headquarters. If you have any questions concerning this report or these instructions, or if you need copies of Form RSPA F 7100.2-1 or the instructions, please write or call the Information Resources Manager (DPS-3), Office of Pipeline Safety, Research and Special Programs Administration, Department of Transportation, 400 Seventh Street, S.W., Washington, DC 20590, telephone number (202)366-4569.

SPECIFIC INSTRUCTIONS

An entry should be made in each block for which data are available. All figures are to be reported as whole numbers. DO NOT USE DECIMALS OR FRACTIONS. Decimals or fractions should be rounded to the nearest whole number—1/2 or .5 should be rounded up. Be careful to use "miles" of pipeline and not "feet."

Check "Supplemental Report" if this is a follow-up report with additional or corrected information. Do not fill in any previously submitted correct information with the exception of "report date," "operators name," "address," and "preparer." Submit only amended, revised, or added information.

Avoid "Unknown" entries if possible. Estimated data are preferable to unknown data.

Part A

The address shown should be the address where information regarding this report can be obtained.

The operator's five digit identification number will be assigned by the Research and Special Programs Administration. If the identification number is not available to the person completing the report, this information may be omitted. If the pipeline system being reported on is located in more than one state, indicate all states in which this system operates.

Part B

The mileage of transmission line supplied in Part B, Nos. 1 and 2, will be used in the calculation of the Pipeline User Fee assessments. Mileage reported should accurately reflect miles of pipe meeting the DOT definitions of transmission and gathering line jurisdictional to the Office of Pipeline Safety. In the past, short segments of line operated by distribution systems at less than 20% of the specified minimum yield strength (SMYS) have, in some instances, been reported inaccurately as transmission line. Consider the classification and definition of all reported lines carefully.

"Coated" means pipe coated with any effective hot or cold applied dielectric coating or wrapper.

"Other Pipe" means a pipe or any material not specifically designated on the form, such as copper, aluminum, etc. An explanation should be included with the form if "Other Pipe" is marked.

Include jurisdictional Outer Continental Shelf pipelines under "offshore" in both No. 1 and No. 2.

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Part C

This section includes all reportable incidents and nonreportable leaks repaired or eliminated during the calendar year which is indicated by the operator on the "Annual Report" form.

Leaks are defined as follows:

An unintentional escape of gas from the pipeline.

A reportable incident is one which meets the specific criteria of §191.5.

"Corrosion" is the escape of gas resulting from a hole in the pipeline or component caused by galvanic, bacterial, chemical, stray current, or other corrosive action.

"Outside Forces" is damage resulting from contact of the pipeline with earth moving or other equipment, tools, vehicles, or movement of the earth surrounding the pipeline, such as landslides. Include damage by operator's personnel, operator's contractor, or person not associated with the operator. Also include incidents caused by fire or lightning, and deliberate or willful acts, such as vandalism.

A "Construction Defect" is one resulting from failure of original sound material that is due to external force being applied during field construction which caused a dent, gouge, excessive stress, or other defect which resulted in subsequent failure. Also included are faulty wrinkle bends, faulty field welds, and damage sustained in transportation to the construction or fabrication site.

A "Material Defect" is one resulting from a defect within the material of the pipe or component or the longitudinal weld/seam that is due to faulty manufacturing procedures.

"Other" would be the result of any other cause, such as equipment operating malfunction, failure of mechanical joints, or connections not attributable to any of the above.

Indicate all leaks repaired or eliminated during the reporting year, including those reported on Form RSPA F 7100.2, "Incident Report, Gas Transmission and Gathering Systems." Do not include test failures.

Include all leaks eliminated by repair or by replacement of the pipe or other component.

"Offshore" includes jurisdictional pipelines on the Outer Continental Shelf.

Part D

Federal lands: For the purpose of completing Form RSPA F 7100.2-1, "Federal lands" means all lands owned by the United States except lands in the National Park System, lands held in trust for an Indian tribe, and lands on the Outer Continental Shelf.

Indicate all leaks, repaired, eliminated, or scheduled for repairs during the reporting year, including those incidents reported on Form RSPA F 7100.2.

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"Outer Continental Shelf" jurisdictional pipelines are separated to differentiate from other Federal offshore areas, which could be within a lake or river.

Part E

Include all known leaks scheduled for elimination by repair or by replacement of the pipe or other component.

Part F

"Preparer" is the name of the person most knowledgeable about the information submitted in the report or the person to be contacted for additional information.

"Authorized Signature" may be the "preparer" or an officer or other person the operator has designated to review and sign reports of this nature.